



CAMBRIDGE
ACADEMY

2021-2022

POLICIES & ESSENTIAL INFORMATION

For Parents and Students

The information contained in this booklet is designed to help students achieve to the best of their abilities, in keeping with the mission statement of Cambridge Academy ("CA"). It is intended to act as a set of principles, rather than as an exhaustive set of rules and regulations. The administration reserves the right and the obligation to amend, add, or delete rules and regulations when deemed necessary in order to facilitate the smooth operations of our school.

Cambridge Academy is fully accredited by the South Carolina Independent School Association ("SCISA") and the Southern Association of Colleges and Schools Council on Accreditation and School Improvement ("SACS CASI").

SCISA is a non-profit voluntary association of independent schools. Founded originally on August 10, 1965, the State of South Carolina Incorporated the SCISA as an exclusively educational organization, with responsibilities to establish accreditation standards, coordinate athletic and academic competition, and raise funds for member organizations. To learn more about SCISA visit www.scisa.org.

Mission Statement

Cambridge Academy provides students with an academically excellent curriculum, while fostering physical, social, and spiritual wellness within a nurturing environment.

Purpose Statement

Cambridge Academy believes that high academic expectations within an atmosphere of caring and mutual respect generate the most effective college preparatory education possible. The school's philosophy affirms that each individual is of infinite worth and dignity. Cambridge Academy seeks student applicants of all races, religions, and nationalities. We strive to assist each student to reach his or her potential – intellectually, socially, emotionally, and spiritually. Cambridge Academy consistently nurtures a love of learning that will enable students to respond enthusiastically to a lifetime of challenge.

School Motto

PETITE OPTIMUM:

Be your best in all your interactions with others
and in everything you do: *AIM HIGH.*

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HONOR SYSTEM

The Cambridge Academy ("CA") Honor Code states:

Cambridge Academy believes in an Honor Code and a system of behavior with mutual respect for all, where no student shall lie, cheat, or steal and will not tolerate others who do so. Failure to report violations is also considered a violation of the Honor Code.

Cambridge Academy's Honor code promotes integrity, mutual respect, honesty, and trustworthiness. Lying, cheating, and stealing infringe upon this code and will be disciplined. Failure to report such infringements also violates the code.

Administrators, faculty, staff, students and their parents/guardians should respect this code of conduct and understand the seriousness of the Honor Code infractions. Any major infraction may lead to immediate suspension or expulsion at the discretion of the Head of School. These include but are not limited to the following:

- **Lying**: Lying is the intentional misrepresentation of facts to a member of the faculty, administration, or a fellow student. Forgery is a form of misrepresentation.
- **Cheating**: Cheating is defined as giving or receiving help on any pledged assignment. Cheating also includes the passing of information on tests to students who have yet to take the test. Any assignment submitted for a grade is pledged.
- **Stealing**: Stealing is the taking, whether done maliciously or as a "prank", or borrowing without permission anything that is not rightfully one's own from another person or from the property of the school.
- **Plagiarism**: Plagiarism is the act of taking the ideas, writings, and works of another individual and representing them as one's own.
- **Vandalism**: Vandalism is willful destruction or damaging of another person's property, or school property, whether done maliciously or as a "prank."
- **Insubordination**: Insubordination is verbal or physical challenging of a teacher or a staff member or disregard of discipline-related instruction.
- **Bullying and Hazing**: Bullying is intentional mental, physical, verbal, or cyber harm to another student, teacher or staff member.

Beginning in Grade 1, each student shall use the honor pledge for all exams, assessments, major papers, regular tests, make-up work, and other work as teachers indicate. The student may simply state, "I pledge" and sign, thereby indicating, "I have neither given nor received assistance on this assignment."

Handling Honor Infractions

All honor infractions must be reported to the Division Head. The Head of School, Division Head, and classroom teacher will handle disciplinary action involving honor violations.

FUNDAMENTAL PRINCIPLES

CA assumes students have a serious purpose, a moral code, and a set of values that will guide appropriate behavior. The discipline is therefore tailored to those types of students, not those who need excessive guidelines for appropriate behavior. Its government is one of principles rather than of rules, regulations, and penalties. Faculty and administrators help students realize they are accountable for their actions and achievements and for the well-being of the larger community of which they are a part.

While the school encourages freedom, it distinguishes between freedom and license. Freedom does not mean complete liberty for the individuals to do as they please regardless of the effect of their actions on others. It is understood that reasonable limitations and rules defining them are necessary to maintain relative freedom for all.

The basic operating assumption of the school centers on four fundamental principles:

1. Respect all others and yourself.
2. Listen to others and expect others to listen.
3. Be at the right place at the right time doing the right things.
4. Do not interfere with the learning of another student or with the purpose of a school activity.

General Expectations

1. Student dress is expected to reflect the Dress Code as established by the administration and outlined in this handbook. Compliance with the Dress Code is a joint responsibility of students, parents, teachers, and administrators.
2. Consumption of gum, candy, food, and drinks is not allowed in any classroom area unless it is part of a school-sponsored event or a classroom-wide snack. Food and drinks may be consumed in the break area, in the cafeteria, or outside the school building.
3. No hats are to be worn inside at any time.
4. Students are expected to be on time for all school appointments, including classes, extra help, makeup tests, etc.
5. Students are expected to contribute to the general atmosphere that allows for the serious pursuit of academic excellence. Running in the halls, boisterous behavior, and distractions of that nature have no place in a school setting.

Failure to meet the general expectations will result in administrative action. Chronic failure to adhere to general expectations may result in more serious disciplinary action, including suspension and/or dismissal.

Any time you have questions or concerns about your child, follow the chain of command:

1. **Always speak to your classroom teacher first.**
2. After speaking to the classroom teacher if the situation has not been resolved, please contact the appropriate Division Head for an appointment to discuss the situation.
3. After speaking to the Division Head if the situation has not been resolved, you should then contact the Head of School.

As stated in Board of Trustees policy, the Board of Trustees is not involved in the daily operation of the school, delegating that role to the Head of School and other designated individuals. Members of the Board of Trustees should not be contacted regarding general expectations of students, discipline issues, classroom procedures, or school policies. These types of questions or concerns should always be handled using the chain of command above.

DISCIPLINARY POLICIES

Major Offenses

Students guilty of any of the following offenses may be dismissed from CA:

1. Hazing or bullying. This includes physical bullying, mental bullying, verbal bullying, sexting, and cyber bullying (including text messages or other social media at any time on/off of school grounds).
2. Fighting or physical abuse of others.
3. Dishonest acts of any kind;
4. Possession, distribution, or use of alcoholic beverages on school property or during school functions;
5. Possession, distribution, or use of non-prescription drugs or paraphernalia;
6. Willful destruction of school property or the property of others;
7. Possession of weapons or firearms, ammunition, or explosive devices of any kind;
8. Possession, distribution, or use of tobacco products on school property or at a school function;
9. Leaving school without permission or entering the school after hours without permission;
10. Disrespect or insubordination to faculty, administration, or disrespect to other students;
11. Unexcused absences, skipping school or skipping classes.

This list is intended to be descriptive, but is not exclusive. The administration reserves the right to dismiss a student at any time when it feels that his/her conduct is detrimental to the CA community.

CA students, their parents, and family members are held to a higher standard of action. In cases where students, parents, or other family members choose to publicly portray CA in a negative way (verbally, written, or through use of social media or other means), harass or bully a member of the CA faculty or staff (which includes verbal and physical harassment on and off of school grounds, and via email, phone calls, text messages, and social media sites or other means), or display inappropriate actions at any CA sponsored event, the student may be dismissed at the full discretion of the Head of School. If at any time a student or that student's parent or family member exhibits behavior, through any medium that indicates that they no longer wish to be part of the CA community, that student may be dismissed at the full discretion of the Head of School. An appeal to a decision made by the Head of School to

dismiss a student due to any of the actions stated above should be directed to the Chairman of the Board of Trustees.

Disciplinary Actions and Procedures

Faculty members contribute to the overall disciplinary policies by dealing with minor infractions of school rules in the classroom and common areas. Chronic or blatant misbehavior will be referred to the Division Head for appropriate action.

The Head of School is ultimately responsible for the overall disciplinary policies. Board policy states that the members of the Board of Trustees choose not to involve themselves in the disciplinary process of the school.

Normal disciplinary actions include the following:

1. Personal detention or other discipline assignment to be served at the discretion of individual teacher or administration.
2. Weekday detention assigned by the Division Head along with a project of service to the CA community.
3. Saturday work projects assigned for chronic disciplinary problems or for the benefit of the individual student.
4. In school suspension assigned by the Head of School for a major offense or chronic behavior difficulties. Students will be given academic assignments to be completed during the suspension period with no grade penalty for in school suspension, assuming that all assignments are completed.
5. Out of school suspension assigned by the Head of School for chronic behavior difficulties or for a major offense that has not resulted in dismissal. *Each day of suspension results in a grade penalty of one point per day on the marking period grades for all classes.* Makeup work is the sole responsibility of the student.
6. Expulsion and the decision to expel a student rests solely with the Head of School. This decision is reached when, in his/her opinion, continued enrollment of that student is detrimental to the overall CA community and the aims and mission of the school. Board policy also currently prohibits accepting a student who has been expelled from a school.

Members of the administration do their best to maintain the confidentiality of all disciplinary actions. The school adheres to the FERPA Law, Family Educational Right to Privacy Act, also known as the Buckley Act. All school personnel are bound by confidentiality statutes as they relate to the FERPA stated statute.

ATTENDANCE POLICIES

Absence Policy

Absences for reasons other than illnesses and family emergencies are almost always detrimental to a student's academic achievement. Students in all grade levels need to attend school to benefit fully from the instructional program. Attendance for all students is taken daily at 8:00 am. For Middle and Upper School students, attendance is also taken at the beginning of each class period.

I. AUTHORIZED ABSENCES:

- A. **Excused absences** - are absences due to illness, accident, or family emergencies. When a student returns to school after such an absence, he/she must bring a written excuse signed by the parent or guardian, clearly indicating the specific reason and date(s) of the absence(s).
 - 1. **Students in Grades K–5** will make up any missed work within a reasonable amount of time, with the assistance of the teachers involved and without a grade penalty.
 - 2. **Students in Grades 6-12** are responsible for meeting with all teachers on the day they return to school in order to arrange for make-up work and tests. All work must be made up in a time period equivalent to the number of days missed but not exceeding one week. Additional time may be granted at the discretion of the Head of School, Division Head, or individual teachers. **Note:** If a student does not bring a note from home within two (2) days of returning to school, the absence will be treated as unauthorized/unexcused.
- B. **Approved Absences** – are absences which can be anticipated (e.g. scheduled surgery, family trips, extension of a scheduled school holiday, etc.). These absences must be preceded by a written parental request to the Head of School using the Approved Absence Form at least one (1) week in advance. A written work agreement detailing all required assignments and make-up procedures must be completed with each teacher prior to the request being approved. Based on the length of the absence, the number of days allotted to complete all work will be pre-determined. The student must make up all work on his/her own. Denial of the request or failure to follow this process will result in the absence(s) being designated as unauthorized/unexcused. (See Section II below.)
- C. Students must attend at least half of the school day in order to have credit for being present for the day.
- D. If a student misses more than half a day of school on the day of an athletic practice / competition the student must present an acceptable excuse (doctor appointment, funeral, etc.) in order to participate in the practice or competition.
- E. Attendance is taken for each class period for all middle and upper school courses.

II. UNAUTHORIZED/UNEXCUSED ABSENCES:

- A. Skipping class or any part of a school day.
- B. Anticipated absences or trips without prior approval as described in Section I-B above. Students with unauthorized/unexcused absences are subject to the following conditions:
 - 1. All previously assigned work must be submitted on the day the student returns to school. Individual teachers will assess grade penalties for late work.
 - 2. Any previously scheduled tests must be taken on the same day that the student returns to school or a zero (0) will be given on the test.

3. In the cases of unexcused absences, students may be subject to detention hours; in-school suspension; or out of school suspension at the discretion of the Division Head and the Head of School. Expulsion may be imposed by the Head of School.

III. EXCESSIVE ABSENCES:

If a student accumulates more than ten (10) unauthorized/unexcused absences throughout the school year, failure for the class will result. A student will be required to retake the course or repeat the grade. All students grades K4-12 must attend a minimum of 150 days in order to receive credit for the year, barring a documented medical condition. Students with a prolonged medical issue which prevents them from attending class onsite may be given offsite work by the school to complete. To receive credit for a course, all coursework must be completed by a time determined by the Head of School, Division Head, and classroom teacher. A conference will be conducted with the parents to discuss requirements and sign an agreement. A medical statement from a licensed physician is required before the process can begin.

IV. Absences due to COVID-19 will be handled on a case by case basis.

V. ATTENDANCE FOR DUAL ENROLLMENT COURSES

Juniors and seniors taking semester long dual enrollment courses on campus at CA will only be allowed five unexcused absences per class before failure for the course occurs. Since the course length is equivalent to $\frac{1}{2}$ of the CA school year, the allowed absences are equivalent to $\frac{1}{2}$ of the allowed yearlong absences for a CA student.

VI. SENIOR ATTENDANCE

It is typical for a CA senior to take a limited amount of courses on the CA campus, and sometimes none when all courses are off campus dual enrollment. When this is the case, seniors are still expected to remain active participants in the life of the school. Unless there is a documented conflict with an off campus course seniors are expected to attend all school wide assemblies and programs held during the normal school day. Failure to do so will result in an unexcused absence.

Tardy Policy

All students are marked Tardy at 8:00am in the classroom.

***Students should be dropped off in car line in ample time to be seated in their classrooms by 8:00am.**

Tardiness to school affects the student's ability to start the day on a positive note and disrupts others. Teachers are asked to handle the first **three (3) unexcused** tardies as part of their ongoing classroom rules. **Repeated unexcused tardies** will be referred to the Division Head and the Head of School for action. Excessive morning tardiness, excused or unexcused, will necessitate a call to parents for cooperation in remedying the situation. **For safety purposes, early childhood and lower school students who arrive after 8:00am will require a parent/guardian to come walk them to the front door to check in with the front office. All middle and upper school students who arrive at school after 8:00am will require a tardy slip before reporting to class.**

ARRIVAL AND DISMISSAL POLICIES

Morning Arrival

Early Arrival begins at 7:30am

Morning Car line is from 7:30 am until 7:55 am. A teacher(s) will be on duty to assist students from 7:30 am until 7:55 am. Since all teachers must be in their classrooms at 7:55, there will be no one outside to assist students after 7:55. ***All students are marked tardy at 8:00 am in their classrooms; therefore they should be dropped off in car line in ample time to be seated in their classrooms by 8:00 am.**

- Students are not allowed to walk across the street during arrival or dismissal.
- Siblings arriving through car line should follow their youngest sibling's plan for arrival.
- Students will go directly to their classroom upon arrival.
- Parents will not be allowed to enter the building to walk students to classrooms.

Cougar Cubby Playschool 1: Students in CCPS 1 should be walked to the front door of the school, where the teacher will then accompany the child to the classroom. Please park in the staff parking lot near the playground to walk your child to the entrance. No one is to park on the school side of the street during morning car line.

Cougar Cubby Playschool 2 – K5: All students should use the side entrance on Oakwood Drive. Approach the school from Oakwood Drive at Center Street and let children out of the passenger side of the car. We strongly recommend turning onto Oakwood Drive from Center Street. Do not wait at the stop sign on Eastman Street to enter the line. This disturbs traffic flow on Eastman Street and becomes a safety issue. The posted speed limit on all roads surrounding the school is 20 mph and must be followed for the safety of our students.

1st -5th Grade: All students should use the car line for arrival. Drop off is in front of the Eastman Street entrance to the school. Approach the school from the direction of Tackett Way and let children out on the passenger side of the car. We strongly recommend turning onto Eastman Street from Calhoun Road. Do not wait at the stop sign of Tackett Way and Eastman St. to enter the car line. This disturbs traffic flow on Tackett Way and becomes a safety issue. The posted speed limit on all roads surrounding the school is 20 mph and must be followed for the safety of our students. You should NOT make a U turn past the school in order to approach in the correct direction. Do not park directly across the street from the school and walk your child(ren) across the street to enter the school. If you must park and enter the school building during morning drop off times, please park in the staff parking lot near the playground. **No one is to park on the school side of the street during morning car line.**

6th-12th Grade: Drop off for Middle and Upper School students is at the front entrance of the school. The posted speed limit on all roads surrounding the school is 20 mph and must be followed for the safety of our students. You should NOT make a U turn past the school in order to approach in the correct direction. Do not park directly across the street from the school and walk your child(ren) across the street to enter the school. If you must park and enter the school building during morning drop off times, please park in the staff parking lot near the playground. **No one is to park on the school side of the street during morning car line.**

Student drivers will park in the back gated parking lot or lower gravel lot in their assigned parking space. In order for an Upper School student to drive to school and park on campus, a Driver Intent form must be on file in the front office. Failure to register their vehicle via completion of the form could result in their car being deemed “suspicious” and removed from school property at the owner’s expense. Only Upper School students driving to school should enter the back door of the school.

Middle and Upper School students may arrive at school as early as 7:30 am. **Since students are marked tardy at 8:00 am in their classrooms, they should be dropped off in car line in ample time to be seated in their classrooms by 8:00 am.** Middle School and Upper School students must go directly to their first period class upon arrival. Middle and Upper School students need to be seated in their homeroom class at 8:00am. Attendance will be taken in homeroom.

Afternoon Dismissal

Half Day Students - CCPS, K3 and K4 Half Day Students are dismissed at 12:00 pm.

CCPS 1: Parents of CCPS 1 students should park in the teacher parking lot near the playground and check in with the front office by 12:00 pm to pick up their child(ren).

CCPS 2, K3 and K4 Half Day Students: CCPS 2K3 and K4 half day students are to be picked up at the side entrance on Oakwood Drive. Cars are to line up on the school side of Oakwood facing the gated parking lot. Please remain in your car, and a teacher on duty will bring your child(ren) to your car. Students will be loaded into cars from the passenger side. CA teachers **will not** place an Early Childhood student in the front seat of a vehicle or into any vehicle that does not have a car seat for the child. Students being picked up at 12:00 p.m. should follow the same car line safety procedures outlined below.

Full Day Students- CCPS 1 – 5th Grade

Lower school students with younger siblings will go to the door by the youngest sibling’s classroom to wait to be called for their ride. Parents picking up lower school students and middle/upper school students should plan to go through the lower school pick up line then would also go through the middle/upper school car line.

If a lower school student is riding home with a student driver, the high school student will come to pick up their sibling at dismissal in their classroom. Example: A second grade student riding with an upper school driver will wait in the second grade classroom for their sibling to come get them for dismissal at 3:06.

CCPS 2- K5 students are dismissed at 2:45 pm. Pick up is at the side entrance on Oakwood Drive. Parents should enter this car line through Oakwood Drive at Center Street and should not wait at the stop sign on Eastman Street to enter the line. The posted speed limit on all roads surrounding the school is 20 mph and must be followed for the safety of our students. CA teachers **will not** place an Early Childhood student in the front seat of a vehicle, or into any vehicle that does not have a car seat for the child. To help car line move as quickly and safely as possible, please limit your conversation with the teacher loading your child(ren) in your car. **No one is to park on the school side of the street during afternoon car line.**

1st– 5th Grade Students are dismissed at 2:45 pm. Pick up is in front of the Eastman Street entrance to the school. Cars are to line up along Eastman Street facing Oakwood Drive (note: please extend the line down Eastman Street and NOT down Tackett Way). Do not wait at the stop sign of Tackett Way and Eastman St. to enter the car line. This disturbs traffic flow on Tackett Way and becomes a safety issue. If you are attempting to enter the car line from Tackett Way and car line traffic is backed up past Tackett Way please continue through the stop sign and reenter Eastman St. from Calhoun Rd. You may NOT make a U turn on Eastman St. in order to approach in the correct direction or to exit the line in the opposite direction. The posted speed limit on all roads surrounding the school is 20 mph and must be followed for the safety of our students. Do not park directly across the street from the school and walk across the car line traffic to pick up your child(ren). To help car line move as quickly and safely as possible, please limit your conversation with the teacher loading your child(ren) in your car. ***No one is to park on the school side of the street during afternoon car line.***

Several cars at a time will be loaded with children. A faculty member will call out names of students in the order the cars are lining up. If there is a delay in getting your child to the carpool area, you will be asked to pull your car farther up the road towards the stop sign at Oakwood Drive to wait for your child.

For the safety of everyone:

1. PARK YOUR CAR WITH YOUR RIGHT TIRES TO THE CURB
2. STAY IN YOUR CAR – DO NOT PARK AND COME INSIDE TO COLLECT YOUR CHILD
3. DO NOT USE YOUR CELL PHONE OR MOBILE DEVICE DURING CAR LINE
4. DO NOT ALLOW CHILDREN TO CROSS THE STREET TO COME TO YOUR PARKED CAR
5. NO U-TURNS INTO OR OUT OF THE CARLINE
6. REVIEW CAR LINE PROCEDURES WITH ANY PERSON THAT MAY PICK UP YOUR CHILD.

Unless engaged in extra help or planned and supervised activities, all Early Childhood and Lower School students not picked up by 3:00 p.m. will be sent to the After School Program and the parent will be charged. As a reminder, the After School Program is for students in grades K3 – 5. Students enrolled in tutoring sessions, music lessons, etc. must either be picked up and returned at their scheduled time, or enrolled in the After School Program. Students will not be allowed to wait in the front lobby, front office, or cafeteria for an afterschool activity to begin.

6th-12th Grade Students are dismissed at 3:06 p.m. Pick up is in front of the Eastman Street entrance to the school. Cars are to line up along Eastman Street facing Oakwood Drive (note: please extend the line down Eastman Street and NOT down Tackett Way). Do not wait at the stop sign of Tackett Way and Eastman St. to enter the car line. This disturbs traffic flow on Tackett Way and becomes a safety issue. If you are attempting to enter the car line from Tackett Way and car line traffic is backed up past Tackett Way please continue through the stop sign and reenter Eastman St. from Calhoun Rd. You may NOT make a U turn on Eastman St. in order to approach in the correct direction or to exit the line in the opposite direction. The posted speed limit on all roads surrounding the school is 20 mph and must be followed for the safety of our students. Do not park directly across the street from the school and walk across the car line traffic to pick up your child(ren). To help car line move as quickly and safely as possible, please limit your conversation with the teacher loading your child(ren) in your car. ***No one is to park on the school side of the street during afternoon car line.***

***PARENTS SHOULD NOT ARRIVE EARLY FOR MIDDLE/UPPER SCHOOL PICK UP due to this being a 2:45 pick up location for 1st -5th grade students.**

Parents should avoid dropping in to talk to teachers during the afternoon dismissal, as this disrupts the entire carpool process for the staff and all students.

Middle and Upper School students are allowed to remain on campus after 3:15 p.m. only if they are involved in extra help or a planned and supervised activity. Please do not assume that your student will be supervised during after school hours unless you have communicated with the supervising faculty or staff member. Middle and Upper School students remaining on campus for athletic practices should report immediately to their coach for supervision until practice is over. Middle and Upper School students not picked up by 3:15pm will be sent to the Middle/Upper School Afterschool Program where the hourly rate of \$5.00 will be charged. Students may not remain on campus unsupervised.

Students in Grades 5-12 involved in after school athletic practices must be picked up from the school at the scheduled conclusion of their team practice. Students may not watch another team's practice while waiting or wait unattended in the lobby or outside of school. Failure to be picked up from practice on time could result in loss of athletic eligibility. There are no study halls before or after athletic practices. If athletic practice doesn't begin immediately after school, the student athlete should be picked up from school and return at the scheduled practice time, or check in to the appropriate Afterschool Program.

Early Dismissal is at 11:15 am and 11:30 (refer to the calendar for Early Dismissal days). CCPS 1, CCPS 2, K3, K4, and K5 students will be dismissed at 11:15 on Early Dismissal days. All regular car line procedures will be followed on early dismissal days. After School care on Early Dismissal days varies and will be announced prior to each Early Dismissal day.

*Siblings- Early Dismissal Schedule- Siblings of CCPS 1, CCPS 2, K3, K4 and K5 students will follow their younger sibling's schedule and will be dismissed at the 11:15 dismissal time.

Students Leaving Campus Early

Any student leaving campus prior to regular dismissal time **MUST** be dismissed from the front office, with the exception of student drivers. A parent **MUST** come to the front entrance of the school to sign the student out. Student drivers leaving campus prior to regular dismissal **MUST** sign out in the office of Student Affairs.

Student Driver Policies

Upper school students with a valid South Carolina Driver's License may drive themselves to school and park their car on campus during the school day. Students driving to school must inform the Office of Student Affairs of their intent to park on campus during the school day by completing the Student Driver Intent Form. **Failure to register their vehicle via completion of the form could result in their car being deemed "suspicious" and removed from school property at the owner's expense.** All parking spots will be labeled and student drivers are to only park in the spot assigned to them. Student drivers must follow the same driving rules outlined in this handbook for parents. Students not adhering to school rules, caught driving in a reckless manner, playing loud music, or caught speeding on the roads surrounding the school will have driving privileges revoked. Only Upper School students driving to school should enter the back door of the school. **If student drivers are tardy, they must enter the school through the front door.**

DRESS CODE POLICIES

Dress Code

All students (Grades CCPS-12) are expected to dress according to contemporary standards, modesty, good taste, and in a way that does not interfere with or distract from the educational process.

Promoting and following the dress code is a joint responsibility of students, parents and members of the school staff and administration. Students who are not in compliance with the dress code will be sent home at the discretion of the Division Head / Head of School, or the parents may be required to bring appropriate clothes to school so the student may enter the classroom appropriately attired. Members of the administration may determine that additional clothing will be added to this list, dependent upon changes in styles and/or student dress. Furthermore, individual decisions on the appropriateness of dress are the responsibility of the administration of the school and will occur as needed. *** All parents, faculty, and staff members are expected to adhere to these same standards when on school grounds.**

The following are NOT permitted during the school day for students in all grades:

1. Baggy pants, torn, dirty or ragged clothing of any kind, including pants/jeans with rips, holes or tears where the underlying skin is visible.
2. Clothing with slogans that advertise, promote or imply drugs, sex, alcohol, or tobacco, or make a racial or religious slur/epithet.
3. Students in Grades CCPS - 5 must wear regular shoes for safety on the playground. Only sandals with back straps are permitted. No flip-flops are to be worn in school by Early Childhood or Lower School students. Middle School and Upper School students are allowed to wear flip flops. Tennis shoes are required of all students for participation in P.E. classes. Parents will be called to bring proper footwear for students who violate footwear rules. Failure to wear tennis shoes for P. E. class could result in lowering of P. E. grade.
4. Hats in the building, unless part of a school-sanctioned event.
5. Halter-tops, spaghetti straps, shirts that show midriffs or cleavage, strapless shirts, or strapless dresses.
6. Gentlemen are not to wear earrings.
7. Students may not display facial or body piercings or tattoos.
8. All students are required to maintain hairstyles deemed appropriate by the school administration. Mohawks, colored hair, and other hairstyles that could be deemed distracting to the academic day, are not acceptable.
9. Shorts with an inseam less than 5" and skirts shorter than 5" above the knee (measured from the back of the knee).
10. All students are expected to wear their pants, shorts or slacks at the appropriate position on the waistline.
11. See-through garments are not allowed and at no time should undergarments be visible. All clothing must properly fit the person.

Unless notified otherwise by administration, every Monday is considered to be Academic Day for students in grade K4-5th. All students are to wear a CA logo embroidered shirt purchased from Lands' End. Options include: 3 button polo in navy or white (short sleeved or long sleeved), full button oxford style shirt in white (short sleeved or long sleeved), any of the sweaters in navy or white (pull over, vest, zip, button) under the school uniform section. Order at landsend.com/school. Once on the site, you will need to "find" Cambridge Academy and create

(or sign into) your account. There you will find the appropriate shirt and many other CA logo items available for purchase. Fridays will be considered Cambridge shirt day. Any Cambridge Academy t-shirt, hoodie, or academic dress shirt may be worn, along with dress code approved bottoms.

Students in Grades K3-5:

Students in grades K3 – 5 should dress in a way that does not interfere with or distract from the educational process and adheres to the rules listed above. Parents are asked to be mindful that students in Early Childhood classes have more time for play and hands on learning activities which could result in spills and stains on clothing. **Students in grades K3-5 are not permitted to wear flip flops or backless sandals.** Only athletic shoes may be worn on our gym floor. Students not wearing athletic shoes on PE days will not be allowed to participate, and repeated offenses could result in the lowering of their PE grade. **Beginning with the third quarter, 5th grade students are to begin following the middle school dress code.**

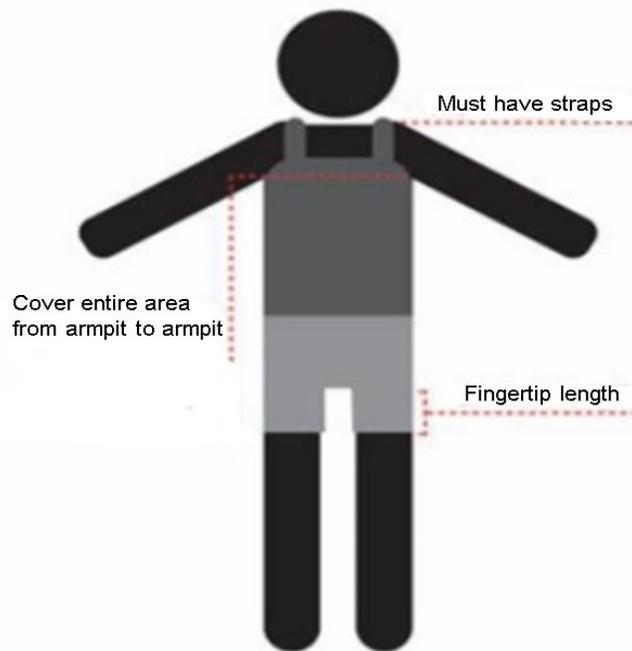
Students in Grades 6-12:

The Middle and Upper School requires students to attend school properly attired in clothes that are neat, clean, and in good repair. We ask that parents act as partners with the school to guide students in making sound and reasonable choices about what to wear to school. Common sense and discretion should dictate a student's choice of school clothes. When a student is in doubt about whether a particular outfit or piece of clothing is acceptably within the dress code, it is the student's responsibility to get an opinion from their division leader before wearing it.

If clothing is offensive or inappropriate, the student will be asked to change. If needed, parents will be called to bring a change of clothes.

Dress Code Expectations

1. All clothing should be neat, clean and in good repair. Rips, tears, or items with holes where the underlying skin is visible are considered out of dress code.
2. Clothing must cover areas from one armpit across to the other armpit, down to fingertip length on the upper thighs when standing in a normal position.
3. Ladies' tank tops and dresses are only allowed if the strap is at least three fingers wide. Spaghetti straps and halter tops are not permitted.
4. Boys' shirts must have sleeves. Boys' tank tops or muscle shirts are not permitted.



5. Sheer clothing and exposed midsections (front, back or side) are unacceptable.
6. Athletic shorts, sweatpants, joggers, pajama pants, and other athletic attire are prohibited, except for on casual dress days.
7. Shorts worn during the week may not have a drawstring waist. They must button and zip.
8. T-shirts, sweatshirts, and other similar tops may not be paired with leggings, except on casual dress days. On casual dress days, leggings must be covered to fingertip length by the shirt.
9. Shoes must always be worn and should be safe for the school environment (pajamas, bedroom shoes or slippers shall not be worn, except for school activities approved by the Head of School).
10. Specialized courses may require specialized attire, such as sports uniforms or safety gear.
11. Baseball hats, knit hats, or hoods are not permitted indoors.
12. Clothing displaying offensive logos, labels, and phrases or suggestive sex, alcohol, hate, or drugs is strictly off limits.
13. Hair shall be clean and well groomed. Distracting extremes in color or style are not permitted.
14. Gentlemen preferably should not have piercings. If they do, only small earrings (studs) will be allowed. Ladies' earrings should be tasteful and appropriate for the school environment.
15. Students should preferably not have other facial piercings. If they do, only small studs are allowed. For example, no hoops or gauges.
16. Gentlemen are expected to be clean shaven.
17. Trench coats, dusters, or full length overcoats are not permitted to be worn in the school building during regular school hours.

Appropriate school dress and appearance do not necessarily coincide with current trends and fashions. The Head of School will be the ultimate arbiter of whether students' dress meets school expectations even if not specifically covered in this dress code. Students are expected to respect the decision of the faculty member confronting the dress code violation.

Dress Code Violation Consequences for Early Childhood and Lower School

- Students found in violation of the dress code will have a note sent home indicating the violation, and a parent's signature will be required on the note and should be returned the next school day.
- Depending on the nature of the violation, a parent may be called to bring dress code appropriate clothing or shoes to change in to by 8:30am.
- Repeated failure to comply with dress code will result in loss of recess or lunch detention.

Dress Code Violation Consequences for Middle and Upper School

- 1st offense - Warning
- 2nd offense - lunch detention and parent contacted
- 3rd offense - referral to the Assistant or Head of School for further disciplinary action

Assembly Dress

Assembly Dress may be required for special events such as Grandparent's Day and Christmas Assembly. Gentlemen must wear collared shirts and ties, dress pants (no jeans allowed) with a belt, and dress shoes. **No casual shoes permitted.** Ladies must wear a dress, skirt or dressy pantsuit. Parents and students will be advised when Assembly Dress is required. Students who fail to comply with Assembly Dress requirements may not be allowed to attend classes or events until properly clothed.

For certain events or trips a **Modified Assembly Dress would not require ties for males.** Advanced communication will be given in regards to ties prior to an event.

Academic Dress

Academic Dress should promote school spirit and unity among the student body. Students in grades K4 – 5th should purchase a CA logo shirt from Lands' End. Students in grades K4 – 5 will wear the academic dress shirt with khaki pants, skirts, or shorts of their choice each Monday. These shirts will also be worn on field trips, to SCISA events and on other assigned days. For SCISA events, these shirts must be worn with khaki pants or appropriate length khaki skirts. No shorts or tennis shoes are allowed at SCISA events. To order clothing, visit www.landsend.com/school and enter school code 900168451. Students not dressed in Academic Dress for field trips and SCISA events will not be allowed to attend, and parents will be called to pick the student up from school.

Blue and Gold Day

Several days throughout the school year will be designated as Blue and Gold Day. Blue and Gold Days, which are typically held in conjunction with pep rallies and athletic events, are designed for students to show their school spirit by wearing our school colors.

ACADEMIC / GRADING POLICIES

Academic Year

The academic year will be divided into two semesters with each semester containing two quarters of approximately nine weeks each.

Advanced Placement (“AP”) Courses

AP courses may be offered in certain academic areas through CA. To receive credit for any AP class taken at CA, students must take the AP exam associated with such course and pay the exam fee prior to taking the exam.

Class Rank

All courses taken for high school graduation credit are included in the calculation of class rank. The instructional level of each course, the student’s grade for each course, and the total number of courses attempted are included in the computation of class rank. Under the South Carolina Uniform Grading Policy passed by the SC State Board of Education all course grades are based on a state defined grading scale with corresponding grade point values for each numerical grade. In addition, the policy specifies that only courses taught at the Honors, Advanced Placement, and International Baccalaureate levels, and / or dual enrollment in college courses may be awarded additional weighting values to be used in computing grade point averages and class rank. Once a GPA has been computed for all students, all grade point ratios are rank ordered numerically from highest to lowest and each student’s class rank is determined by the position of his/her GPA relative to all other students in a given grade. In instances of equal GPA’s for more than one student, the same class rank is given and the following value in sequence will be omitted.

Course Load

All CA full time Upper School students, except seniors, are required to be enrolled in at least five academic credits each year, and will therefore will likely graduate with more credits than required by SCISA. Since it is common for CA students to graduate with more credits than required for a diploma, CA does not allow early graduation. There are specific rules that apply to course load for athletes. Rules concerning course load for athletes can be found in the CA Athletic Handbook. Please refer to the Upper School Course Guide for complete graduation requirements and course descriptions.

Dual Enrollment Courses for Grades 11-12

Dual enrollment courses may be offered for students in grades 11-12, granting both high school and college credits. CA will typically offer two dual enrollment courses on campus per semester for both juniors and seniors. In order to maintain our course sequence, CA will only approve the courses taught on our campus for juniors. Seniors may take, and are encouraged to take, additional off campus dual enrollment courses of their choice. The Director of Student Affairs will work closely with seniors to help them select their off campus dual enrollment courses. CA will not approve dual enrollment courses for students below grade 11. In cases of CA’s offering of courses similar to those available at other

institutions, CA students must take the in-house courses presented at CA, unless permission for other course is granted by the Head of School. Students are required to pay any fees associated with Dual Enrollment courses directly through the institution hosting the course.

Grading System

CA has adopted the South Carolina Uniform Grading Scale for Grades 6-12. The transcripts will list both the numerical grades and the cumulative S. C. uniform grading policy weighted GPR. Effective with the 2016-2017 school year, CA will move to the ten point grading scale adopted by the SC State Board of Education. Grades issued prior to the 2016-2017 academic year will not be recalculated and will remain on the previous grading scale.

A	=	90-100
B	=	80-89
C	=	70-79
D	=	60-69
F	=	0-59

Honor Roll

Middle School and Upper School Honor Roll lists for each quarter are determined by the quarter averages. All grades are weighted and are used to determine Honor Roll and Headmaster's List. For the purpose of calculating Honor Roll, grades from middle school courses that do not meet daily, but report a numerical grade will be averaged into one grade for honor roll calculation. Example: Spanish and a student's chosen Elective. Specials classes that meet once per week will report a grade of pass or fail on report cards and will not be used in the numerical grade average. Example: Art, Music, Drama, PE. Although these courses are not used for a numerical calculation, if a student receives a grade of "fail" in a specials class, they will not be eligible for honor roll placement.

- Headmaster's List: Students who maintain at least a 93 average with no individual quarter grade below 85.
- Honor Roll: Students who maintain an overall average of 88 or higher, with no individual quarter grade below 80.

For the purposes of determining Awards Day and Scholar Athlete achievements, the cumulative averages over the first three marking periods of the current school year are used.

Homework

CA strongly endorses homework in every grade to reinforce learning activities which occur each day in the classroom. Homework is an integral part of the learning process, and the student who does not do homework is not fully prepared to learn in the classroom the following day. Teachers are encouraged to use a homework grade as part of the overall grading. Students who miss homework assignments for reasons other than sickness or excused absences will be penalized in the grading process. Individual teacher's homework grading policies will be delineated at the beginning of the year for students and for parents.

Incomplete Grades

Incomplete grades may be given at the end of a grading period only with the permission of the Head of School. All incomplete grades must be made up within two weeks of the day the marking period ends. Students in grades 5 – 12 with incomplete grades may become athletically ineligible until the grade is complete.

Report Card Distribution

K3 - K5 will receive a hard copy of Progress Reports and Report Cards. Students in grades 1 – 12 will not receive hardcopy Progress Reports or Report Cards. These online reports will be available on Grade Link to view on the assigned dates. Dates are found on the school calendar. Hardcopies of the final report card will be available to parents at the end of the school year and will be placed in the student's permanent record file. In the event of a past due account with the Business Office, a Grade Link account will be de-activated, and report cards and other school records will not be released until the financial account is brought up to date.

Retesting

Lower School

We encourage our students to work to the best of their ability and put forth 100% effort on all academic assignments, including class quizzes and tests. We also understand that mastery of the material should be the goal. In an effort to promote good study habits and to encourage mastery, we offer retesting. . Listed below are the requirements and stipulations concerning retesting:

First Semester:

- A student will be allowed to retake a test on which they scored below 70, which is a "C."
- Both test grades will be averaged together; however, the final grade cannot be higher than an 85, which is a "B."
- Retakes will include all subjects. Grades 1 and 2 have no cap on the number of retakes. Grades 3, 4, and 5 can only retake any test once.

Second Semester:

- Students in grades 1-4 will be allowed to retake a test on which they scored a 0-59, which is an "F."
- Both test grades will be averaged together; however, the final grade cannot be higher than a 80, which is a "B."
- There can only be two retakes per subject for grades 1 and 2. Grades 3 and 4 will only allow one retake test per subject.
- Grade 5—no retakes without IEP accommodations.
- The lowest grade acceptable is a 59.

Middle and Upper School

We understand and encourage our students to work to the best of their ability and put forth 100% effort on all academic assignments, including class quizzes and tests. We also realize that our students are still children and should not be expected to have perfect scores on every assignment. However, there are times when a student may fail to demonstrate mastery of material. To address this concern and to maintain academic standards, listed below are the requirements and stipulations concerning retesting:

1. A student will have the ability to retest one time per semester per class (ONLY on a test, not a quiz, Semester Exams are excluded)
2. Only grades at or below a 60 are eligible to retest.
3. The highest grade that can be earned will be a 70. If the student scores lower than a 70, the grade will be the higher of the two testing grades.
4. In order to retest, the student must fill out a form which a parent/guardian must sign. The student must meet with the teacher to devise a course of action and must retest within 48 hours of receiving the failing grade.
5. The retest will be equal in length and content as the original test and will be completed during the study hall class to minimize missing another instructional class.

Semester Exams

Students enrolled in high school credit courses, including 8th grade high school credit courses, are given exams at the end of each semester. These exams carry a weight of 20% of the semester grade. Only seniors may be given the option of exempting exams.

Summer Reading

CA students in grades 1 – 12 are required to complete a summer reading project / assignment. The assignment will be given to the students at the end of the year and can be found on the school website. These assignments are due on the first day of the school year and may be graded.

Salutatorian/Valedictorian Policy

Salutatorian and Valedictorian are both determined by class rank. To receive the honor of being named class valedictorian or salutatorian, a student must have attended their junior and senior years of high school at CA. For seniors who have completed all dual enrollment courses and have exempted CA exams, final grades will be calculated approximately one week prior to graduation.

GENERAL INFORMATION

After School Program for Early Childhood and Lower School

The After School Program is available for students in K3-5th Grades. Students in Grades 1-5 will go to Homework Lab for up to one hour on Monday – Thursday. Once released from Homework Lab, students will engage in supervised indoor and outdoor activities. Registration forms must be completed prior to participating and will be made available to all parents via email and on the school’s website. All school rules and policies apply during the use of the After School Program; additional rules may be found on the registration form. Due to an increase in food allergies, students enrolled in the After School Program must bring a water bottle and snack each day. Families with past due balances will not be able to utilize the service until all outstanding balances are paid in full. Parents should make sure their children know the daily plan (going to carline vs. going to afterschool). If you have a last minute change of plans, please notify the front office staff and a message will be given to your child and their teacher.

After School Program for Middle and Upper School

The After School Program for Middle and Upper School students will run from 3:15 until 5:30 Monday – Friday. All school rules and policies apply during the use of the After School Program. Families with past due balances will not be able to utilize the service until all outstanding balances are paid in full.

Allergies

Student allergies should be noted on the Emergency Form that is required to be returned before the first day of school. CA is required to have a physician’s statement on file for any student with life threatening allergies that should include any action to be taken when the student requires medical attention due to an allergic reaction. The physician’s statement is required to be updated on an annual basis.

Alma Mater

Cambridge Academy
School we love so well,
Our hearts are filled with joy and pride,
Our history we tell.
For love of learning our minds will mold,
To gain more knowledge our greatest goal;
We sing then proudly
Our Cambridge Song.

Cambridge Academy,
As the years go by,
We’ll know our school stood for the right,
And evil we’ll defy.
As citizens of a country free,
May strength of purpose our motto be;
We sing then proudly, Our Cambridge song.

Annual Fund

As with all independent schools, the Annual Fund is essential to support the yearly operation of the school and to deliver opportunities that enable our students to experience an outstanding educational environment. The Annual Fund supplements the total cost of tuition to balance the school's operating budget. Only a portion of the actual cost of educating each student is charged annually in tuition. Contributions to the Annual Fund are tax deductible as a charitable contribution. To more easily obtain grants and gifts from foundations and others, parent and faculty participation is important. Therefore, 100% of parents and faculty are encouraged and expected to give to the Annual Fund to show commitment to the school and its mission. We also encourage you to ask your employers if they offer a matching gift program. Many companies offer such programs to encourage employees to contribute to charitable organizations. Forms of payment include cash, check, credit/debit card, bank draft, or PayPal (llee@cambridgeacademy.org). Contact the Business Office with questions.

Appointments and Office Hours

We encourage parents to confer with faculty and staff so we may better serve their child/children. Due to COVID-19, all visitors, including parents, must have an appointment to enter the school building. Please contact the school or individual faculty or staff member for an appointment. If you need to speak to a teacher during the school day regarding a professional matter, please allow the office personnel to make these arrangements for you or contact the teacher outside of school hours. Appointments are also required for meetings with the Administrative Staff. E-mail is the preferred method to make initial contact with a teacher as direct phone calls and texts interrupt class for everyone present. All faculty/staff email addresses are listed on the school website.

Athletics

An Athletic Handbook outlining the full list of student athletic policies is given to all athletes prior to their athletic participation. A copy of the Athletic Handbook can be requested from the Athletic Director and is found on the school website. There will be a mandatory parent meeting prior to the beginning of each athletic season. If a parent does not attend the mandatory meeting, the student will **not** be allowed to participate in the sport (this is a CA rule, as well as a SCISA rule). As a reminder, participation in CAs athletics program is completely voluntary.

Auction

Traditionally each spring, CA holds an auction as a major school fundraiser. Parents, alumni and members of the community are invited to attend and encouraged to support our school at this exciting annual event. Each class will create a class basket and a piece of art to be auctioned off. Parents should expect to hear from the class grade parent concerning the fees associated with the basket and art project.

Board of Trustees

The Board of Trustees is a group of individuals who volunteer their time in service of CA. The role of the Board is to oversee the entire operation of the school, especially finances, buildings and grounds. The Board is not involved in the daily operation of the school, delegating that role to the Head of School and other designated individuals.

Board members are chosen by a vote of the full membership of the Board. If you or someone you know is interested in serving on the Board, please inform the Board Chair. The dates and times of Trustees meetings are listed in the school calendar. Meetings are open (with pre-approved admission from the Board Chair); however, to be included on the agenda requires advance communication with the Board Chair. If you wish to be included on the agenda, please contact the Board chair prior to the first of the month. Minutes of Board meetings are archived in the administrative office.

Calling Students During the Day

Only emergency or extremely urgent messages will be delivered to students during instructional class time. Students are asked to use the school's phones only when necessary. Students should make necessary phone calls only from the front office. Students are not allowed to contact parents from their cell phones during the school day (please refer to student cell phone policy). It is school policy for any parent who has a message or material for a student or who is coming to pick up a student for early dismissal to approach the main entrance and check in with the front office. Classroom interruptions will not be permitted. Students will not be called from the classroom to answer phone calls unless there is an extreme emergency. Parents should assist with the enforcement of these policies by not communicating with students via text message during the school day. It is deemed to be a distraction to the students and the teacher.

Campus Visitors and Volunteers

Visitors and volunteers will be allowed during the school day by appointment only or when invited for special events.

All visitors to CA must enter the school through the front lobby facing Eastman Street and sign in with the front office personnel. Visitors will be allowed by appointment only, which includes visits by parents. Visitors will be required to have a temperature check and a completed health survey before entering the building. Masks are required for all visitors. Visitors will be given a Visitor's Badge to be clearly displayed on their upper body allowing them to continue down the hall. A visitor is considered anyone not employed at CA. These requirements are for the safety of all of our children. Upon leaving the building, visitors should sign out and return the Visitors Badge to the front office. All faculty, staff and students are instructed "not to open any other door to anyone, regardless of who they are," under penalty and consequences to that faculty, staff or student. Opening side doors to a secure school can compromise our students' safety. To keep students safe and to adhere to fire code, doors to the school may never be propped open.

All volunteers are subject to a criminal background check completed by the Business Office prior to the initial volunteer session.

CAPTA

CAPTA (Cambridge Academy Parent & Teacher Association) membership is composed of all CA parents and faculty who work directly and in cooperation with the school. CAPTA is a means by which the parents can become more knowledgeable of and involved in school activities. It also provides every parent an opportunity for participation in the decision-making that affects our children. As a member of CAPTA, all parents are encouraged to volunteer at CAPTA sponsored events when available to do so.

Annual events sponsored by CAPTA may include the following:

- Christmas Parade Float
- Consignment/Boutique Sales
- Fall Carnival
- Father/ Daughter Dance
- Mother/Son Night
- Teacher Appreciation Events
- Gift Wrap Fundraiser
- Dads and Donuts
- Moms and Muffins
- School Toolbox Fundraiser
- Pumpkin Auction

Classroom News

Once a week, typically on Thursday, Early Childhood and Lower School students will receive a classroom newsletter from their child's teacher. There will be a link ("Announcements") on the school website where school wide announcements and important information will be listed. Parents are encouraged to visit the website at least weekly to stay up to date with school happenings.

Cougar Club

The Cambridge Academy Cougar Club was established to help fund the school's athletic programs. Maintaining an outstanding athletic program can be costly, and funds allocated for these programs always needs supplements. . Cougar Club memberships, fundraisers, and donations enable the Cougar Club to provide many of the "extras" that are needed in way of supplies, equipment, entry fees, and coaching salaries to our athletic program. Cougar Club money is used equally by all Cambridge Academy athletic programs. With a participation rate of at least 85%, it is clear that providing a quality athletic program is important to our student body. Several membership options are available, and many come with an All Sports pass to be used for free admission to home athletic events. Membership forms can be found in Back to School Student Packets or picked up from the school front office throughout the school year.

Communication from Teachers

Normal written communication about grades and course work occurs regularly through the use of report cards, progress reports, and Grade Link. Please do not hesitate to contact a teacher if you have questions about your child's academic work. Weekly class updates will be sent home with all Early Childhood and Lower School students. Teachers will respond within 24 hours to a phone or email

message. It is CA policy that faculty and staff members limit their use of personal cellular devices during the academic day. It is important that parents do not text or call a teacher (or assistant) via cellular phone during the academic day. All phone calls for a teacher should be directed through the school Front Office.

Community Service

All CA Middle School and Upper School students are required to complete 20 hours of community service each school year and record their hours on the log provided. Each entry must be signed by the supervising adult who can verify the time spent. Students must include at least three different types of service.

CA is a Certifying Organization of the Presidential Volunteer Service Award. Students ages 11 - 15 may receive the PVSA if they complete at least 50 hours of Community Service during the school year and students ages 16 and above may receive the PSVA if they complete at least 100 hours of Community Service during the school year. Additionally, students that are members of National Junior Honor Society ("NJHS") and National Honor Society ("NHS") must submit 2 extra hours of service beyond the 20 hours required by the school.

Custody Documentation

CA adheres to state and federal laws pertaining to child custody. Parents are expected to provide and update all relevant documents concerning custody or visitation of each student enrolled. Students will be released to an individual other than a custodial parent only when express permission is first given to CA by a custodial parent. CA will communicate to the noncustodial parent as long as a court order does not prohibit such. If an event is open to the school community, a noncustodial parent will be allowed to attend unless a court order prohibits such.

Emergency Closing of School

Information regarding the closing of school will be posted onto our web site, via text announcement (see Text Alerts), on our Facebook page (Cambridge Academy Cougars), www.gwdtoday.com, and every attempt to email all parents will be made. Additionally, announcements will be broadcast television Channels 4 and 21. Whenever possible, we will begin on a delayed basis instead of missing an entire day. Please note that our school **will not** always follow Greenwood District 50. All efforts will be to provide E-learning on days missed to inclement weather.

Emergency Form

All students are required to complete and submit an Emergency Form prior to the first day of school. This form will be available on the school's website and will also be emailed to parents. Students will not be allowed to attend classes until the appropriate documentation is on file.

Fellowship of Christian Athletes "FCA"

Cambridge Academy has a FCA huddle (group) governed by the Lakelands Area FCA. Student athletes in grades 5 – 12 are invited to join FCA. The group typically meets every other Wednesday morning before school. The group also hosts several service projects on campus throughout the school year.

Field Trips

Due to COVID-19, field trip policies may be updated throughout the year as needed.

Field trips are an integral part of our curriculum for they can enrich students' experiences and learning opportunities. Because of these benefits, students are strongly encouraged to participate in class trips unless extenuating circumstances exist. CA believes that these trips help teach valuable lessons, especially in terms of group dynamics and cooperative activities. In the event of extenuating circumstances where a student will not be able to participate in a school-sponsored trip, the school may require an alternative educational experience on campus. Students not wishing to participate in a scheduled field trip should remain home for the school day as the classroom teacher(s) will accompany the class on the trip. Students that remain home instead of participating in a field trip will be marked absent for the day. Please keep in mind that the cost per student is greatly affected by enrollment, accommodations, availability and type of transportation. School rules and regulations apply on all school-sponsored field trips. NOTE: Since field trip costs are based on number of children participating there is no extra money after expenses are paid. If a child must withdraw from the trip at the last minute, money will not be available for a refund or be available for transfer to another school account (i.e. yearbook, lunch, etc.). All field trips sponsored by the school must begin and end at the school regardless of the time or location of the field trip. Due to insurance regulations, siblings not enrolled at CA are not permitted to attend field trips.

Field Trip Transportation

The school generally uses parent volunteers, the school's bus, or a chartered bus to drive to extra-curricular events, and students are expected to travel from school with the team or the group. During field trips, the use of car seats is mandatory for all students of age, or size, requiring one by law. Students are allowed to travel home from sporting events ONLY with their parents, unless permission has been obtained PRIOR to departure from school to travel with another **adult**. Students may not travel home from an event with another student or with a minor. Students of legal driving age with a driver's license are not allowed to drive themselves or other students to an off campus event.

Field Trip Driver Requirements

Information on the driver and the driver's liability insurance is required for all personal and leased vehicles used to transport students on field trips, athletic events, or other school activities. The Field Trip Driver Form must be completed and returned to the school along with a current copy of your driver's license and declaration of proof of insurance that indicates your amounts of liability coverage. This information must be supplied on an annual basis. Approved drivers may also be subject to criminal background checks.

Field Trip Passenger Expectations

Bus / car trips associated with CA are extensions of our school day. School rules and regulations are in force at all times on all field trips or athletic events when a bus or volunteer driver is being used.

1. The driver and the school sponsors are ultimately in charge of student behavior. Failure to follow their direction could result in losing the privilege of trip participation.
2. All persons must be seated in a forward position when the bus/car is in motion. Students should not be turned around backward on knees. Students must not move from seat to seat while the bus /car is in motion. Students must follow seat belt / car seat laws.
3. Face masks must be worn by all passengers when riding the school bus, or with a parent volunteer driver.
4. Loud noises annoy the driver and pose a threat to the safety of all passengers. Loud noises are not to be tolerated.
5. No objects shall be thrown at any time.
6. No body parts or any other objects shall protrude from the bus / car doors or windows at any time, whether or not the bus / car is in motion.
7. Emergency exits on buses are to be used only in the case of emergencies. At no other time should a student touch or operate any of the emergency exits.
8. Any person defacing or damaging the bus / car will pay for repairs or replacement of damaged area and will lose the privilege of field trip participation.
9. Guests riding the bus / car are the responsibility of the person inviting them and are expected to follow the same rules as CA students.

Fundraising

All fundraising efforts must be approved by the Head of School. During the course of the school year, various fundraisers will take place in order to support various needs of the school.

Listed below are several fundraising initiatives that parents are encouraged to participate in, all of which require no monetary contribution.

AmazonSmile

What is AmazonSmile?

AmazonSmile is a simple and automatic way for you to support CA every time you shop, at no cost to you. When you shop at smile.amazon.com, you'll find the exact same low prices, vast selection and convenient shopping experience as Amazon.com, with the added bonus that Amazon will donate a portion of the purchase price to CA.

How do I shop at AmazonSmile?

To shop at AmazonSmile simply go to smile.amazon.com from the web browser on your computer or mobile device. You may also want to add a bookmark to smile.amazon.com to make it even easier to return and start your shopping at AmazonSmile.

Which products on AmazonSmile are eligible for charitable donations?

Tens of millions of products on AmazonSmile are eligible for donations. You will see eligible products marked "Eligible for AmazonSmile donation" on their product detail pages.

Can I use my existing Amazon.com account on AmazonSmile?

Yes, you use the same account on Amazon.com and AmazonSmile. Your shopping cart, Wish List, wedding or baby registry, and other account settings are also the same.

How do I select a charitable organization to support when shopping on AmazonSmile?

On your first visit to AmazonSmile (smile.amazon.com), you need to select CA to receive donations from eligible purchases before you begin shopping. We will remember your selection, and then every eligible purchase you make at smile.amazon.com will result in a donation.

How much of my purchase does Amazon donate?

The AmazonSmile Foundation will donate 0.5% of the purchase price from your eligible AmazonSmile purchases.

Can I receive a tax deduction for amounts donated from my purchases on AmazonSmile?

Donations are made by the AmazonSmile Foundation and are not tax deductible by you.

Box Tops for Education

No more clipping and sending Box Tops to school! Box Tops for Education now has an app to download on your phone. You shop as you normally would, then simply scan your store receipts to find participation products. The app will automatically credit CAs Box Top earnings online.

Cougar Cash (“SCRIP”)

The Cougar Ca\$h Program makes every purchase profitable for our school!

What is Scrip?

Scrip actually means anything used in the place of money. In this case we are talking about gift cards from local and national vendors.

How does this translate into a fundraising program for our school?

This is a program that allows each parent to make a choice to direct their normal purchases for essentials...milk, eggs, gas, clothing, to those stores that will partner with our school.

It is that simple! No selling, no extra expense, just focused spending...*spending that brings profit to our program.*

Order forms are available in the Front Office or online at www.cambridgecougars.org . Complete the order form and return it with cash or check made payable to Cambridge Academy to the business office or your child’s teacher. Payment by credit card is not preferred due to fees incurred. We also accept payments via PayPal. Contact the business office for further details. Turnaround time is typically 3 days for a special order.

Publix Partners

Over the years, Publix Partners has donated more than \$36 million to over 4,600 schools and organizations. Participating is easy. Sign up for a [Publix.com account](#). Log into [your account](#), click Publix Partners and select Cambridge Academy. Then enter your phone number every time you check out. Publix will give a percentage of eligible purchases to Cambridge Academy. Link to create Publix account <http://corporate.publix.com/community/corporate-campaigns/publix-partners>

Grade Link

Each student in grades K3-12 has a Grade Link account, essentially an on-line grade book, in which parents and guardians can track their child's assignment grades as teachers enter them. Frequent review of a student's Grade Link account is the quickest way for parents and guardians to check in real time their child's current grade in a particular course. For questions on how to use Grade Link contact Patti McGehee at pmcgehee@cambridgeacademy.org.

Grandparent and Special Friend Day

Each November, on the day before Thanksgiving Break the CA student body has historically celebrated grandparents and special adult friends with a breakfast reception, classroom visits, and a special music program. The date of this program is listed on the school calendar, however due to the COVID-19 pandemic, we anticipate this annual event may be celebrated differently. More information will be provided leading up to the date of this event.

Harassment

Because harassment disrupts teaching and learning, it will not be tolerated. Harassment may be verbal or physical on or off school property and via email, phone calls, text messages, and social media sites. We want our school to be free of tensions caused by sexist, religious, racist, peer, or age-based remarks or animosity. Unwelcomed sexual advances or other conduct of a sexual nature are deemed offensive and are equally inappropriate. A CA student or employee who experiences any such harassment should contact the Division Head immediately. The school will investigate any claims of harassment, and appropriate action (including dismissal) will be taken at the conclusion of the investigation. All claims of harassment will be held in confidence and in adherence to the FERPA Law. Harassment is considered to be a federal and a criminal offense.

CA students, their parents, and family members are held to a higher standard of action. In cases where students, parents, or other family members choose to publicly portray CA in a negative way (verbally, written, or through use of social media or other means), harass or bully a member of the CA faculty or staff (which includes verbal and physical harassment on and off of school grounds, and via email, phone calls, text messages, and social media sites or other means), or display inappropriate actions at any CA sponsored event, the student may be dismissed at the full discretion of the Head of School. If at any time a student or that student's parent or family member exhibits behavior, through any medium that indicates that they no longer wish to be part of the CA community, that student may be dismissed at the full discretion of the Head of School. An appeal to a decision made by the Head of School to dismiss a student due to any of the actions stated above should be directed to the Chairman of the Board of Trustees.

Illness and Emergencies

Due to the COVID-19 pandemic, we have implemented additional policies relating to illnesses and emergencies.

Q and A Cambridge Academy Plan for the 2021-2022 School Year
[Q and A Cambridge Academy Plan for the 2021-2022 School Year](#)

SCDHEC K-12 Schools Interim Guidance for Management of COVID-19 Cases
[SCDHEC K-12 Schools Interim Guidance for Management of COVID-19 Cases](#)

Illnesses and emergencies that are NOT related to COVID-19 will follow the below listed policy.

Only well children may attend school. **Do not** allow your child to come to school with any of the following symptoms:

- Fever of 100.4 or greater
- diarrhea
- vomiting
- eye drainage of any type
- signs of head lice
- nasal secretions that are thick and not clear and accompanied by a fever
- cough accompanied with a fever
- symptoms of any contagious rash or illness

Because CA is required to notify all parents of communicable diseases, please let your child's teacher know as soon as possible if your child is absent due to illness with such a disease. School administration reserves the right to require a doctor note for return to school in some cases.

Parents of children who have a fever, are vomiting, have diarrhea, have signs of pink eye, or who the administration feels may have something that would be considered contagious, will be called to pick up their child. Parents will be contacted when a student's temperature reads 100.4 or above. If a responsible party cannot be contacted immediately in the event of an accident or injury, emergency medical care may be given, and if necessary, your child will be transported at your expense to the emergency room as Self Regional Healthcare.

Students that have been picked up from school or are absent from school, due to any of the symptoms listed above are **required to stay out of school for at least 24 hours** before returning to school. If a student comes to school before the 24 hour period has expired parents will be notified to pick the student up immediately.

A student may return to school after illnesses when:

- Fever-free for 24 hours (without medication)
- Antibiotic has been given for 24 hours
- No diarrhea or vomiting for 24 hours
- 24 hours after treatment for head lice

The staff will administer minor first aid to students when necessary. All faculty and staff members receive training in Blood Borne Pathogen safety, and a faculty or staff member that is certified in CPR is on campus at all times. Several staff members are also American Red Cross and or American Heart Association trained and certified who will administer first aid in situations requiring more advanced first aid knowledge.

The front office staff or other authorized person(s) may assist a student in taking medication from home, provided a **Student Medication Authorization Form** has been signed and submitted to the front office staff with the required medication. All medication must be sent in its original pharmacy labeled container. Non-prescription medicine must follow the same procedure and have a signed and completed **Student Medication Authorization Form** on file. Students are not allowed to store medications in their lockers or book bags. All medicine must be stored in the front office.

Immunization Policy

State law requires the school to have a current South Carolina Certificate of Immunization on all students. These records and an Emergency Form must be on file in order to start school. Students not in compliance with the above State law will not be allowed to attend classes until the appropriate documentation is on file. It is the responsibility of the parent to consult with their child's physician during the summer months to ensure that the child's immunizations are up to date.

Insurance Coverage

The following delineates CA's insurance procedures in the event an accident occurs on campus or during a school activity:

1. Parents who transport students to or from school functions: in the event of an accident, the insurance provided by the school is secondary, or in excess, to the parents' insurance on the vehicle involved in the accident. Your personal insurance is always the primary coverage. If you drive often for school events, you may want to discuss this with your insurance agent to make sure both of you are comfortable with the limits on your policy.
2. Accidents during school functions and on campus: Should your child be involved in an accident, please file on your personal insurance policy as you normally would. Obtain from your insurance policy the following:
 - a. Itemized billings for all charges filed on your insurance, and
 - b. EOB's (explanation of benefits) for all charges filed on your insurance.

If your personal insurance company does not cover the full amount, then bring the two items to the Business Office, and we will file the excess on CA's insurance policy for payment to you. Questions should be directed to the Business Office.

Lice Policy

Lice are not an uncommon occurrence in school settings. Any child with lice must stay home until the situation is remedied and should not return to school for 24 hours after any at-home or doctor's treatment. This is considered an excused absence, and the school will work cooperatively with the family to see that all work is made up and that the transition back to school is a smooth one.

Lockers (Middle and Upper School)

All middle and upper school students will be provided with a locker. The school is not responsible for the loss, damage, or theft of any electronic devices brought on campus. The use of a lock is optional and is simply a preventative measure that students can take towards the protection of their valuables.

Students choosing to place a lock on their locker must follow these guidelines:

- A lock may be placed on only 1 (one) of a student's assigned lockers.
- The combination of the lock, or an extra key to the lock, must be given to the Middle School or Upper School Division Leader to be stored in a safe location.
- Lockers that have a lock on them are still subject to inspection by school administration.

Lunch/Breakfast

No meals will be provided during the school day by a lunch service provider. Students should bring a lunch and drink to school with them in the mornings. Water bottle filling stations will be available. We will have a limited supply of food available for purchase if a student forgets his/her lunch. All students in grades CCPS – K5 will eat lunch in their classrooms. Students in grades 1-12 will eat lunch in the cafeteria or other designated areas.

Parents should not send candy or soft drinks in children's lunches or send them for snacks.

All food related allergies should be noted on the student's Emergency Form that will be kept on file in the school Front Office.

Job Shadow Day

One day each school year is set aside for Cambridge Academy Upper School students to participate in a Job Shadow Day. The purpose of this experience is to allow students the opportunity to get a firsthand look at a career area of interest. Job shadow locations must be pre-approved by the Director of Student Affairs, and certain rules apply. Participation in this day is mandatory, and students that do not participate or fail to do the written follow-up assignment, will receive a grade and attendance penalty.

National Honor Society ("NHS") and National Junior Honor Society ("NJHS")

Cambridge Academy has chapters of both the National Honor Society and the National Junior Honor Society. Entrance into NHS and NJHS is based not solely on grades, but also on leadership, service, and character traits. Announcement of eligible students will be made at the conclusion of the third quarter. A one to two week time period will be allowed for students to complete applications. A faculty council of at least four members will be appointed to approve candidates. Notification will be given to students of acceptance, and an induction ceremony will be held within a week's time.

Parents' Back to School Night

CA sponsors Back to School Night for new parents and parents of all rising 6th graders. At least one parent from each family should attend this important event to receive school information for the year, sign up for various volunteer opportunities and meet teachers. Parents will be notified of the dates and times of the event during the summer months. Back to School Night is for parents only.

Parking

If parents must visit the school during the school day, please park in the faculty parking lot near the playground. NO ONE SHOULD EVER PARK BETWEEN THE "NO PARKING" SIGNS on the school side of the street directly in front of the school. This area must remain clear to insure safety for the various dismissals and in the event of an emergency. Please do not block our neighbors' mailboxes or driveways, or fire hydrants. During major school events we encourage parents to park on Oakwood Drive. At all times, we encourage parents to be courteous of our neighbors. CA has two handicap designated parking spots. One is in the front of the school, clearly visible, and the second is located in the parking lot beside the playground. The Administrative staff requests that all parents and visitors respectfully leave these spots open for those that require easy access to the building.

Parties and Social Activities

Parties, dances, and social activities sponsored by the school are supervised by teachers who follow the guidelines adopted by the school for such occasions. The school does not sponsor parties held off the school grounds, unless authorized by the Head of School.

Phones, Personal Computers, and Electronic Devices

1. Lower School Students may be permitted to use portable computers, Ipads, Kindles, and other E-readers in classrooms and in the library as deemed acceptable by the classroom teacher. Students in grades 1 – 4 are not permitted to bring phones, iPods, iWatches, electronic games, or any future combination of communication technology that can interfere with the classroom routine or the learning of others, unless a special "technology" day is designated by the teacher. Students in grade 5 are allowed to have phones on school grounds due to their after school participation in our athletic programs. 5th grade students bringing phones to school must store them in their backpacks throughout the school day. Parents should assist with the enforcement of these policies by not communicating with students via text message during the school day. It is deemed to be a distraction to the student and the teacher. The school is not responsible for the loss, damage, theft, or data charges of any electronic devices brought on campus.
2. Middle School Students may be permitted to use phones, portable computers, Ipads, Kindles, and other E-readers in classrooms and in the library as deemed acceptable by the classroom teacher. Middle School students who use or attempt to use text messaging, access/post to social media sites (i.e. Facebook, Instagram, Snapchat, etc.) make phone calls, play video games or take pictures during school hours will be subject to disciplinary action, including but not limited to having the phone confiscated and returned only to a parent, losing all phone privileges, and out of school suspension depending on the nature of the violation. Under no circumstances should pictures be taken in the locker rooms or restrooms. Parents should assist with the enforcement of these policies by not communicating with students via text message during the

school day. It is deemed to be a distraction to the student and the teacher. *The school is not responsible for the loss, damage, theft, or data charges of any electronic devices brought on campus.*

3. *Upper School Students* may be permitted to use phones, portable computers, Ipads, Kindles, and other E-readers in classrooms and in the library as deemed acceptable by the classroom teacher. Phones may be accessed during break, lunch, or Study Hall and may be used only in the Upper School wing / classrooms. Upper School students may not post to social media sites during the school day. Students who post to social media sites during the school day will be subject to disciplinary action, including but not limited to having the phone confiscated and returned only to a parent, losing all phone privileges, and out of school suspension depending on the nature of the violation. Under no circumstances should pictures be taken in the locker rooms or restrooms. *The school is not responsible for the loss, damage, theft, or data charges of any electronic devices brought on campus.*
4. Use of electronic devices and phones on field trips will be at the discretion of the Field Trip leader and Division Head.
5. *Parents* should not use cell phones in a moving carpool line.
6. *Parents* and *students* are required to sign the Technology Acceptable Use Form at the beginning of each school year. On this form, all electronic devices that a student intends to bring to school must be registered.

Photo/Video Permission

During the course of the school year, candid photographs, video, and/or voice recordings may be made of your child and used for marketing purposes, including but not limited to school publications, the website, Facebook, Instagram, news releases, advertising, brochures, videos, etc. By enrolling your child at CA, the parent or guardian agrees to permit the school to use these images and recordings in such materials, unless the parent or guardian provides a written statement to the Head of School that such permission is denied. A spot for this is on the Emergency Form. CA is not held liable for the misuse of student images/recordings by third parties.

Public Displays of Affection (“PDA”)

In order to maintain a safe, pleasant, and wholesome environment for all students and staff, public displays of affection (PDA) will not be allowed on school property, at school sponsored events, or during travel to school sponsored events. Public displays of affection include but are not limited to hand holding, kissing, hugging, etc.

SCISA Competitions

Throughout the school year The South Carolina Independent School Association hosts various competitions for our students to participate in. These include the Spelling Bee, Science Fair, Music Festival and Drama Festival to name a few. Students in grades 1 – 5 must wear Academic Dress to these events (refer to Dress Code). Students in grades 6 – 12 should wear Assembly Dress to these events (refer to Dress Code). Students arriving to school in improper dress will not be transported to the event and a parent will be called to pick up the student from school. SCISA prohibits the wearing of shorts and tennis shoes at all SCISA events. Students arriving to these events wearing shorts or tennis shoes will not be allowed to participate.

Senior Privileges

Seniors may have permission to arrive late or leave early when free periods fall at the beginning or end of the school day provided the student is in good academic standing. Seniors must sign in and out of the Office of Student Affairs when arriving late or leaving early.

Smoking, Vaping, Drinking, and Drugs

CA is a tobacco/smoke/vape-free campus. All use of tobacco and all smoking and vaping is prohibited amongst the entire footprint of the campus. Consumption of alcoholic beverages and use of prescription drugs is strictly prohibited.

Spring Play/Musical

The CA Related Arts Department sponsors a school play each spring. This play is typically held at the Greenwood Community Theater and has become a popular event in the school and Greenwood community. As part of their class participation in related arts classes and electives, all students in grades 6-12 will be allowed to participate in the play in some aspect. Refer to the school calendar for the date of the play.

Student Government Association (“SGA”)

CA holds both a Middle School and Upper School Student Government Association. Officers elected by vote of the Middle and Upper School student body are President, Vice President, Secretary, Treasurer, Historian and Class Representatives. Elections will be announced in advance and campaign speeches will be presented prior to elections. Students wishing to run for office must complete and submit the appropriate intent form to the SGA sponsor by the date requested. Once elected, officers must attend regular meetings, are held to a set of SGA standards, and must remain in good academic standing throughout their term.

The student elected as Upper School President will also serve as the Student Representative to the Board of Trustees. Middle and Upper School students should submit in writing any information that they wish presented to the Board of Trustees to the Upper School SGA President 24 hours in advance of the stated BOT meeting dates found on the school calendar. The Upper School SGA President will present only items given 24 hours in advance and recognizes that they are speaking on behalf of the entire student body and will not use this platform to promote their own personal agenda.

Technology, Student Email, G Suite for Education, and Computer Use

Cambridge Academy will be utilizing G Suite for Education. This innovative tool will promote the intention of extending education into a digitally connected world.

G Suite for Education includes free, web-based programs like document creation tools, shared calendars, and collaboration tools. This service is available through an agreement between Google and Cambridge Academy. Your child's teachers may use G Suite for Education for lessons, assignments, distance learning and communication. G Suite for Education is available anywhere with Internet access. School staff will monitor student use of G Suite for Education when students are at school. Parents are responsible for monitoring their child's use of G Suite for Education outside of school. Students are responsible for their own behavior at all times. Click here to learn more about G Suite for Education.

[Guardians Guide to Google For Education](#)

The Technology Acceptable Use Policy ("TAUP") provides guidelines for users on the ethical use of telecommunication technologies and G Suite for Education at Cambridge Academy. It applies to all computer network, internet, video, email, and telephone users. The use of telecommunication resources at Cambridge Academy is a privilege, not a right. Consequences for misuse of technologies may include restriction or loss of one's privileges and/or disciplinary action. State and Federal laws also apply to certain activities involving telecommunication technologies.

The Technology Acceptable Use Policy is also found in the Parent-Student Handbook and parents and students are to read and understand it. Questions should be directed, Patti McGehee, Director of Technology.

- Users are not permitted to share passwords, allow others to use their accounts, use or tamper with the account of someone else, or represent themselves as another.
- Users are not to make attempts to bypass security systems or network procedures and/or gain access to files of another user or to information to which they have no rights.
- Activities which degrade system performance and/or hamper the experience of others are not permitted. These include, but are not limited to, excessive downloads or print, real-time music and non-academic Internet gaming.
- Copyrights are not to be violated. Materials obtained on the network and used in academic work are to be properly documented.
- Cambridge Academy rules and disciplinary procedures regarding behavior such as bullying and plagiarism are applicable to network users. Users of school IT resources (network and cloud) are representatives of the School and are expected to behave accordingly. They are not to access objectionable Internet material (pornographic material, vulgarity, gambling, militant extremisms, etc.)
- Students are not allowed to post to social media sites during the school day.
- Email is to be used for school related communication only.
- Do not send harassing, offensive, spam, or other malicious email messages or content.
- Do not send or read email at inappropriate times, such as during class instruction.
- Do not send email to share test answers or promote cheating in any way.
- Students are to register personal devices with the Director of Technology prior to using them on campus. See form below to register devices.

Students and parents will be required to sign a TAUP contract prior to student use of computers and G Suite.

Testing

Lower and Middle School: By arrangement with the South Carolina Independent Schools Association, CA administers standardized testing each spring. Students in the Lower School and Middle School are administered a battery of tests which include the Otis Lennon School Ability Test (Grades 1, 3, 5) and the Stanford Achievement Tests (Grades 1 - 8). A student who is absent from one or more sections of the test because of illness will have the opportunity to make up those sections of the test at a time mutually convenient to the teacher and the child. A student who misses the test because of a family trip or other event besides illness will not be tested.

PSAT: All 8th and 11th grade students take the PSAT annually, on the national testing date set by College Board.

SAT: The SAT will be offered one time per school year on a date that is set by College Board. Fees associated with this test are to be paid by the student prior to the test date.

ACT: The ACT will be offered one time per school year on a date that is set by the American College Testing Program. Fees associated with this test are to be paid by the student prior to the test date.

Text Alerts

CA parents are encouraged to sign up for Remind101 text alerts. To sign up for text alerts, text @cougars68 to 81010. Text alerts will be used to alert parents of school closings and important reminders about major school events.

Toys, Money, and Valuables

Students are not to bring toys, games, cameras, or stuffed animals without permission from teachers. Toy guns, knives, or weapons (simulated or real) are not allowed at school. If these items are brought to school they will be taken to the front office where only a parent or guardian will be allowed to retrieve them.

Personal property of significant value, such as musical instruments and laptops, are brought to school at the owner's risk and are not covered under the school's insurance policy. It is strongly recommended that such items not be left at school for an extended time.

Transcript Requests

In the event a transcript is needed for a current or former student, please allow five (5) school days for the request to be fulfilled. Additionally, all financial accounts for the student must be current.

Policies & Essential Information for Students and Parents Acknowledgement Form

Parents are required to sign the statement below verifying that they have read and discussed the 2021-2022 Policies & Essential Information with their child. This document can be found on the school website under the student tab.

WAIVER/RELEASE FOR COMMUNICABLE DISEASES INCLUDING COVID-19

ASSUMPTION OF RISK / WAIVER OF LIABILITY / INDEMNIFICATION AGREEMENT

In consideration of being allowed to enroll on behalf of Cambridge Academy academic program and related events and activities, the undersigned acknowledges, appreciates, and agrees that:

1. Enrollment includes possible exposure to and illness from infectious diseases including but not limited to MRSA, influenza, and COVID-19. While particular rules and personal discipline may reduce this risk, the risk of serious illness and death does exist; and,
2. I KNOWINGLY AND FREELY ASSUME ALL SUCH RISKS, both known and unknown, EVEN IF ARISING FROM THE NEGLIGENCE OF THE RELEASEES or others, and assume full responsibility for my enrollment; and,
3. I willingly agree to comply with the stated and customary terms and conditions for enrollment as regards protection against infectious diseases. If, however, I observe any unusual or significant hazard during my presence or attendance, I will remove myself from attending any school related activity and bring such to the attention of the nearest official immediately; and,
4. I, for myself and on behalf of my heirs, assigns, personal representatives and next of kin, HEREBY RELEASE AND HOLD HARMLESS Cambridge Academy their officers, officials, agents, and/or employees, other students, participants, sponsoring agencies, sponsors, advertisers, and if applicable, owners and lessors of premises used to conduct the event ("RELEASEES"), WITH RESPECT TO ANY AND ALL ILLNESS, DISABILITY, DEATH, or loss or damage to person or property, WHETHER ARISING FROM THE NEGLIGENCE OF RELEASEES OR OTHERWISE, to the fullest extent permitted by law.

I HAVE READ THIS RELEASE OF LIABILITY AND ASSUMPTION OF RISK AGREEMENT, FULLY UNDERSTAND ITS TERMS, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT, AND SIGN IF FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT.

FOR STUDENTS OF MINORITY AGE (UNDER AGE 18 AT THE TIME OF REGISTRATION)

This is to certify that I, as parent/guardian, with legal responsibility for this student, have read and explained the provisions in this waiver/release to my child/ward including the risks of presence and school attendance and his/her personal responsibilities for adhering to the rules and regulations for protection against communicable diseases. Furthermore, my child/ward understands and accepts these risks and responsibilities. I for myself, my spouse, and child/ward do consent and agree to his/her release provided above for all the Releases and myself, my spouse, and child/ward do release and agree to indemnify and hold harmless the Releases for any and all liabilities incident to my minor child's/ward's presence or participation in these activities as provided above, EVEN IF ARISING FROM THEIR NEGLIGENCE, to the fullest extent provided by law.

Student's Name (print)

Teacher's Name & Grade

Student's Signature

Name of Parent/Guardian (print)

Signature of Parent/Guardian

Date